This template recommends three site aspects to assess for your zero waste event:

1. General site assessment (e.g. infrastructure location, sign, staff positioning)
2. Litter monitoring
3. Bin monitoring

general Site assessment

For a general site assessment, make sure you have printed or drawn a map of the entire area including front and back of house. Mark on the map:

* All bin hubs and number and types of waste streams:
	+ Give them all an individual number and a system from type of services (e.g. use C for compost, R for recycling so that bin hub 1 can be recorded as 1 CRR, meaning that there were one compost and two recycling bins at hub 1).
* Any unforeseen infrastructure changes (e.g. extra bins, signs etc)
* Stallholder location and corresponding back of house bins
* Name, number or section of the site to use for the litter monitoring (e.g. market, seating, theatre, exit, entry, campground).

Litter monitoring

The steps to litter monitoring include:

* 1. Use a site map and mark the location of litter items
	2. List all litter item types and the location/time they were identified using the below table.

|  |  |  |
| --- | --- | --- |
| type | Area/section | time |
| e.g. Reusable cups  | e.g. Concert Area | e.g. 15.00 |
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Bin monitoring

The steps to bin monitoring include:

* 1. Use a site map and mark the:
	2. Number and actual position of all bin stations **front of house**
	3. Number and actual position of all bin stations **back of house**
	4. Record the bin number, time and date, contamination rate and proportion full against the numbered bin and service (e.g. compost, recycling) using the below table.

|  |  |  |  |
| --- | --- | --- | --- |
| Bin NO | time and date | Contamination rate & description | % full |
| *e.g. 1 C* | *e.g. 14.45* | *e.g. 10% Aluminium cans* | *e.g. 60%* |
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